

Mr. Connell

May 10, 1949

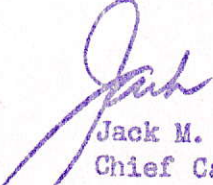
MEMO TO: Executive Staff

SUBJECT: Suggested Agendas for Pre-Camp Meeting with
Unit Leaders

Attached you will find a copy of the agendas to be used for two Troop Leaders meetings. This is in line with the discussion and what the workshop group developed at the White Pines Staff Conference, April 3-9, 1949. We're sending this along as a reminder to help you in your planning.

There may or may not be some items in the suggested agendas which would not lend themselves favorably in presentation to your district. However, you will find that most of the essential information necessary for unit leaders to know in advance prior to their arrival in camp is carried in these two suggested agendas.

If there is any other way we can help you, please feel free to call on us.


Jack M. Perz
Chief Camp Director

Attachment

TROOP LEADERS MEETING #1

Suggested Agenda

1. Explanation of job to be done at the two Leader's Meetings.
 - a. This meeting - camp details and program planning.
 - b. Next meeting - coordinating of Troop program and plans.
2. Brief explanation of Camp operation.
 - a. How Troops fit into camp program.
 - b. How resident staff works with the Troop Leader.
 - c. Function of Troop Guides
 - d. The Coordinator's job.
3. How the Troop does its planning.
 - a. Green Bar meetings and Troop Leaders meetings.
 - b. Filling out of program chart, including:
 1. Canoe trips (stress necessity of trips going out early in period too)
 2. Overnight Hikes
 3. Day hikes and trips, including special hikes (star, bird hikes, etc.)
 4. Waterfront time and ranger time
 5. Campfire and twilight programs
 6. Troop and site projects
 7. Advancement (determine in advance Advancement goals for each Scout)
 8. Games
 9. Camp and site service details, including retreat
 10. Menu planning for all hikes and canoe trips
4. Use of Troop Leaders Plan Book in building programs.
5. Request choices for campsites.
6. Suggest Troops qualifying for Order of the Arrow membership hold their elections in town before coming to Camp (more boys present comprising quota).
7. Re-emphasize the necessity of each Leader working with his Troop and getting the program planned before the next meeting.
 - a. Mention desirability of having second choice in mind in case too many Troops plan for the same activity at the same time (especially regarding canoe trips and hikes, and waterfront and ranger time.
 - b. Re-emphasize the necessity of attending the next Leader's Meeting.
 - c. Choose date and place for next meeting. (At least 2 weeks before the period).

TROOP LEADERS MEETING #2

Suggested Agenda

1. Explanation of purpose of this meeting.
 - a. To coordinate all programs with the camp program.
 - b. To clear up any points and questions that may be necessary.
 - c. Touch on a few Camp understandings.
2. Make up master program charts.
 - a. Enter all data for each Troop on charts.
 - b. Make changes where conflicts are present.
 - c. Make final check to see that all menus, hikes, canoe trips, service details, and waterfront and ranger times are listed for each Troop.
3. Clear up any points or questions that may be forthcoming.
4. Check to see that all site selections have been made at previous meeting, and note those that were not turned in.
5. A few Camp understandings.
 - a. Leaders Meeting will be held after Taps first day in Camp (only a brief one).
 - b. Use of "O" Books.
 - c. Use of the Advancement Chart.
 - d. General outline of first day's program, and second day's program.
 - e. Mention rules on smoking, fire-arms, liquor.
 - f. Stress neatness and keeping sites and tents in order, and Scouts personal cleanliness.
 - g. Reminder on physical examination blanks properly filled out.
 - h. Leaders will do purchasing of candy for their Scouts at the Camp Store.

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AFTER MEETING

1. Send to Camp Administration Director:
 - a. A copy of the master program chart made out
 - b. Additional site requests for Troops, if not covered at first meeting.
 - c. Additional notes or questions.
(This information should be in the hands of the Administration Director two weeks before your period opens).